

**Administration Committee
August 9, 2016
Minutes**

Committee Members present: Chairman David Hintz, Ted Cushing, Billy Fried, Robb Jensen and Bob Mott.

Others present: Roger Luce (OCEDC), Lisa Charbarneau (LRES), Margie Sorenson (Finance), Jack Flint (ITS), Brian Desmond (Corporation Counsel), Brenda Behrle (Clerk of Courts), Mary Bartelt (County Clerk), Kris Ostermann and Tara Ostermann (Treasurer), Mike Romportl (Land Information), Daleth Mountjoy (media) and Kerri Ison (Recording Secretary).

Call to order: Chairman David Hintz called the meeting to order at 9:30 a.m. in the First Floor Conference Room of the Oneida County Courthouse. The meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible.

Approve agenda: Motion by Cushing/Fried to approve the 2nd amended agenda for today. All ayes; motion carried.

Approve minutes: Motion by Jensen/Mott to approve minutes of 7/12/16 and 7/28/16 as presented. Discussion followed. All ayes; motion carried.

Out-of-county/state travel requests: None.

Closed session: It is anticipated that the Committee may meet in closed session pursuant to Wisconsin Statutes, Section 19.85(5)(e), deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. (Topic: Possible Northeast WI Economic Development Corporation loan.) **AND** it is anticipated that the Committee may meet in closed session pursuant to Wisconsin Statutes, Section 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. (Topic: ITS/Staffing positions and Finance Director compensation.) A roll call vote will be taken to return to open session. Motion by Jensen/Fried to go into session as identified. Roll call vote: Cushing-aye; Jensen-aye; Mott-aye; Fried-aye; Hintz-aye. Motion carried. Luce, Desmond, Sorenson and Ison allowed to remain for topic #1. Sorenson, Flint, Charbarneau, Ison allowed to remain for topic #2.

Motion by Cushing/Mott to enter into open session. Roll call vote: Cushing-aye; Jensen-aye; Mott-aye; Fried-aye; Hintz-aye. Motion carried.

Announcement(s) of any action taken in closed session: Chairman Hintz announced that in closed session a motion was made and passed to approve the ITS staffing request for a Systems Administrator 1 position and the hiring of a Finance Director.

Finance Director recruitment/resolution: Hintz announced a resolution was considered and passed in closed session to approve the hiring of a Finance Director which will go to LRES on 8/10/16 and full County Board on 8/16/16.

Vouchers, reports, purchase orders, line item transfers and updates:

ITS:

- SA1 Staffing request/resolution: Hintz announced this was considered and passed in closed session. The resolution will be presented to LRES on 8/10/16 and the full County Board on 8/16/16.
- Motion by Cushing/Mott to approve the vouchers and line item transfers as presented by ITS. All ayes; motion carried.
- Wi-Fi resolution: Motion by Cushing/Jensen to approve the Wi-Fi resolution and forward to County Board for consideration. All ayes; motion carried.
- Wireless Communications Policy: Flint noted a policy is required by CJIS which addresses how passwords are implemented. Motion by Cushing/Hintz to approve the Wireless Communications Policy as presented. All ayes; motion carried.
- Updated Social Media/Web open records compliance policy: This was discussed at a previous meeting and is necessary for website archiving compliance. Flint noted the cost for software/licensing fee is \$6,000. He plans to include in the ITS budget for 2017 but noted future costs will be charged back to departments who have a website, Facebook page, etc. Motion by Cushing/Fried to approve the Social Media/Web Open Records Compliance policy as presented. All ayes; motion carried. If funding is not approved for the 2017 budget the policy will not be implemented.
- Information Technology Purchasing and Funding: Flint indicated the policy is just informational and was also discussed at a prior meeting. Cushing recommended the three policies be presented at a Department Head meeting.
- Flint noted 1/3 of departments have responded to his request to meet regarding their needs.
- 2017 Capital Improvement program requests: Jensen noted the net difference from prior year requests is \$112,000. Flint discussed electronic voting and upgrading to Office 2016. Motion by Cushing/Hintz to approve the 2017 CIP requests and forward to the CIP Committee for consideration. All ayes; motion carried.

County Clerk:

- Motion by Jensen/Cushing to approve the vouchers, purchase orders and line item transfers. Discussion followed. All ayes; motion carried.

Treasurer:

- Discuss 2015 In Rem Properties Going to Court: Ostermann reviewed in detail the updated list of in rem properties that will be going to Court on 8/29/16. Ostermann, Desmond and Romportl met and made recommendations for each property. The Land Records Committee will meet on 9/13/16 to assign a price for an anticipated sale in November. Discussion was held on properties that may have issues/risk.
 - CA 629-2: Expect payment. Take property if not paid.
 - CA 971-8: Mapping issue, remnant parcel. There is a private road over a small portion of the property, will sell subject to easement. Adjoining owner would like property. Take property.
 - MI 569-14: Public boat landing, improved with easement. DNR interested. Take property and deed to the State.
 - MI 570: Public boat landing, improved with easement. DNR interested. Take property and deed to the State.

- PE 601-15: Possible small cleanup but expect payment. Take property if not paid.
- PL 1041-1: Probate has not been filed to dissolve the trust. Son is using property to access adjoining property as he believes he has an easement. Take property but there may be complexities with adjoining property tenant.
- RH 297: Potential cleanup costs as there may be an underground storage tank (abandoned 1986). Take property as is.
- RH 724: Vacant but possible squatter. Cleanup, water in basement, possible mold. Discussion followed regarding cost, risk and liability versus getting property back on the tax roll. Take property.
- RH 951-1: Occupied, owner must provide proof of bankruptcy prior to court. Take property.
- RH 2151: Potential environmental risk due to neon signs and fluorescent bulbs. (1) Contact two interested parties regarding purchasing property as is (take property) and (2) contact city regarding cleanup. If willing to assist, place a hold on the property.

Motion by Jensen/Cushing to take the In Rem foreclosure properties as recommended. All ayes; motion carried.

- Statement(s) of cash: Motion by Cushing/Hintz to receive the July statement of cash account as presented. All ayes; motion carried.
- Motion by Jensen/Cushing to approve the Treasurer's vouchers. All ayes; motion carried.
- Open bids for title work for in rem foreclosures: Ostermann opened and read the title search bids received for the upcoming In Rem properties. Bids are as follows:
 - Oneida Title: \$150 per parcel search, \$30 per update.
 - Shoreline Title: \$63 per parcel search, copy of most recent deed, special assessments. No additional fee for updates.
 - Midwest Title Group: \$120 per parcel search.

Motion by Cushing/Jensen to accept the bid of Shoreline Title at a cost of \$63 per parcel, with no cost for updates. All ayes; motion carried.

Finance:

- Motion by Cushing/Jensen to approve the bills for Finance. All ayes; motion carried.
- Sorenson reported the State has issued preliminary net new construction numbers noting a .66 increase for Oneida County (levy can increase \$94,000). The County was under the levy limits by \$96,974 in the 2016 budget which will allow for a \$191,247 increase in 2017 (1.2% increase).
- Motion by Cushing/ Hintz to receive the 6/30/16 general investment summary. All ayes; motion carried.
- Affordable Care Act (ACA) Potential Penalties: Sorenson noted the ACA data was due 6/30/2016. The software program was ready on 6/24/16; however, she was unable to access the system and ran into numerous errors. She re-filed, with assistance, after 8-10 attempts. Sorenson documented all efforts to file in a timely manner. Since it will likely take two years for the IRS to review the data and she will have retired, Sorenson drafted a letter to the IRS and made copies of the documentation to be submitted if late

penalties are assessed. She noted that if proper documentation of good faith efforts to file in a timely manner are submitted these fees will likely be waived.

Motion Cushing/Mott to document receipt of ACA potential penalties letter and documented good faith efforts to file on time. All ayes; motion carried.

- Sorenson reviewed the 2017 proposed budgets for County Board, Commissions on Committees, Broadband Program, Central Postage, Central Telephone, Central Duplicating, Central Purchasing, Sundry General Government, Regional Reference Library, Regional Planning, General Fund Transfers, Reserve for Contingency, Health & Welfare Trust, and Finance Department. Motion by Cushing/Jensen to approve the Finance Department budgets and forward to the budget hearings. Discussion followed. All ayes; motion carried.

PMA Contract: Fried noted there are options to have a more aggressive relationship with banks to maximize yield. He also feels it would be better to have access to funds. Committee members felt working with local banks is still an option with other funds. Lengthy discussion followed. Hintz requested this agenda be placed on the next agenda.

Efficiency Team update: Jensen noted the Team is meeting today and the departmental review is approximately 50% completed.

Public comment: None.

Items to be included on next agenda:

- Joint meeting with LRES on 8/24/16.
- Tentative additional meeting 8/23/16 at 9:30 a.m.
- Next regular meeting scheduled for 9/13/16 at 9:30 a.m.
- PMA contract, departmental budgets, efficiency team update

Adjournment: Motion by Cushing/Jensen to adjourn at 12:50 p.m.

Respectfully submitted,

Kerri Ison, Recording Secretary

David Hintz, Chair